

MINERAL ASSESSMENT SPECIALIST

DEFINITION: Under general direction, performs work of considerable difficulty in the valuation and assessment of natural resources with specific focus on mineral leases; appraises minerals for collection of tax revenues for the Navajo Nation; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Sends out forms to Possessory Interest Tax (PIT) taxpayers; maintains and updates taxpayer database information; sets PIT parameters for approval; receives and organizes incoming forms; appraises and values oil and gas and Right of Way (ROW) properties; updates files and sends out valuations; assesses penalties for non filing or late filing; sets up pre-assessment conferences with PIT taxpayers; sends out tax statements; sets up and follows up on appeal conferences.

Researches current information and updates on oil and gas market conditions by reading publications, attending seminars and International Association of Assessing Officers courses for Certified Assessment Evaluator Certification; conducts field inspections of taxable properties for coal mines, oil and gas units, ROW, business sites and industrial sites to observe and monitor all development activities for tax purposes; works with professional appraisers to assure proper and systematic valuation.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state and Navajo Nation laws, rules, regulations and guidelines related to tax regulations.

Knowledge of federal, state and Navajo Nation laws, rules, regulations, and guidelines related to property assessment and valuation.

Knowledge of assessment and valuation related to mineral, industrial, and businesses.

Knowledge of computer hardware, software and peripherals.

Knowledge of research, analysis and interpretation practices and procedures.

Knowledge of real estate appraisal methods, practices and procedures.

Knowledge of tax schedules.

Skill in accurately assessing and defending possessory interest taxes assessments.

Skill in performing site assessments.

Skill in utilizing written and verbal communication in the development and presentation of reports.

Skill in creating, maintaining, securing and updating computerized databases.

Skill in researching, analyzing, interpreting, and explaining tax laws, rules and regulations.

Skill in utilizing customer service and public relations techniques when responding to inquiries and complaints.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires traveling for site inspection of businesses, heavy industrial businesses, mining and drilling sites with potential exposure to extreme temperatures, toxic gases, fumes and chemicals.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Real Estate, Business Administration, Geology or a closely related field; and two (2) years of progressively responsible mining or industrial assessment and

THE NAVAJO NATION

Class Code: 3002
Natural Resources and Parks Series
Assessment and Inspection Group
Overtime Code: Exempt
Pay Grade: 63

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valuation experience. Must possess a valid state driver's license. Additional certification may be required.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.